

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 13 October 1959

FROM : Plans and Policy Staff

SUBJECT: CIA Introduction

1. The attached study has been discussed with the principal parties in interest, some of whom do not concur with the recommendations.

2. The study proposes eliminating Mr. ██████████ "CIA Introduction" on the grounds that present groups of new employees are not sufficiently homogeneous. As a substitute:

25X1A9a a. Clerical employees would receive an EOD briefing given by Mrs. ██████████ staff during their clerical indoctrination.

b. Professional employees would get in IOC the same material presented in the EOD briefing, and dropping the latter would eliminate this duplicate instruction.

c. Commo technicians would be briefed in separate groups at appropriate intervals.

d. When it was discovered that "service" personnel--chauffeurs, printers, telephone operators, etc. who are not included in the clerical group--were overlooked in Mr. ██████████ study, his proposal was amended to include their briefing in separate groups at appropriate intervals.<sup>7</sup>

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3. In staffing out this paper, I obtained the following comments and reactions, among others:

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a. DD/P ██████████ --will go along with whatever OTR feels necessary, particularly since DD/P has very little stake in the matter with its mere handful of EOD's.

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b. DD/S ██████████ --willing to go along with whatever OTR feels is necessary, subject to views of Office of Personnel re clerical employees.

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c. DD/I [REDACTED] --doesn't want EOD briefings for professionals dropped unless OTR compelled to do so. Despite fact such briefings are repeated in IOC, DD/I thinks they're important during EOD period and might develop its own substitute if [REDACTED] drops out.

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d. Office of Personnel [REDACTED] --would acquiesce in [REDACTED] dropping EOD briefings for clericals only if OTR is obliged to do this. Feels [REDACTED] (and his plush conference room) the "one bright spot" in the whole EOD and pool setup for clericals, and the advantages morale-wise to his continuing briefings in Central Building are important.

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e. Office of Communications [REDACTED] --eager for [REDACTED] (or his alternate) to give briefing twice a year at [REDACTED]. This would catch all new radio operators--virtually all of whom now miss both EOD briefing and IOC. Would also catch good share of cryptographers--many of whom miss EOD briefing and IOC.

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f. Office of Logistics [REDACTED] --appreciates problem of mixing "service personnel" (chauffeurs, printers, messengers, telephone operators, etc.) with professionals at EOD briefings. Is willing to arrange groups of new employees at quarterly or semiannual intervals if OTR desires.

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g. OTR Registrar [REDACTED] --estimates that virtually all professionals joining the Agency now attend the IOC though many defer attendance until six or more months after EOD. (DD/I and DD/P agree with this estimate.)

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h. OTR Clerical Training [REDACTED] --Clerical Training staff can handle EOD briefing for clericals if desired. This program embraces all clericals joining the Agency--typists, stenos, clerks, key punch operators, and couriers. Program does not include: professionals, commo techs, and "service" personnel.

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i. OTR Intelligence School [REDACTED] --agrees with recommendations of study except does not think [REDACTED] should drop EOD briefings for professionals.

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25X1A9a      4. The Office of Personnel [REDACTED] estimates the number of EOD's this fiscal year as follows:

Professionals	- [REDACTED] (exclusive of JOT's)
Clericals	- [REDACTED]
Commo techs	- [REDACTED]
Service personnel	- [REDACTED]
Total	[REDACTED]

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It is not possible to estimate accessions by months. But experience indicates that the great preponderance of new employees EOD between 15 May and 15 October.

5. Conclusions

a. The proposal to drop EOD briefings for professionals has sufficient opposition to warrant retracting the proposal.

b. The desire of OP (as expressed by Mr. [REDACTED] that the OB Officer continue the CIA Introduction for clericals has merit. OTR should try to comply with this request if possible. And since professional briefings ought to continue, the inclusion of clericals in such briefings will not increase Mr. [REDACTED] schedule appreciably.

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25X1A9a      It should be noted that Mr. [REDACTED] does not share Mr. [REDACTED]'s concern that briefings (which are pitched at the professional level) "go over the heads" of the clericals. To the extent this latter point may be true, it is apparently overshadowed by the advantages involved in having the O&B Officer brief the clericals. Ideal, perhaps, would be separate briefings for clericals given in Central Building, but this is not practical in terms of Mr. [REDACTED] present workload.

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c. Because of the small number of "service" personnel EODing this year, their briefings can be handled jointly with other groups or in separate sessions two or three times a year. There is no evidence that such personnel require separate briefings and it would seem simplest to combine them with other groups.

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d. It is desirable to brief commo techs [REDACTED] regardless of decisions on other briefings. All new radio operators now take a six-month training course [REDACTED] as soon as they EOD. They rarely attend the CIA Indoctrination and I can find none who has gone to the IOC. Hence, if they are to be briefed, it must be done [REDACTED] and two sessions a year there will include all new radio men. The two sessions will also include about a third of the new cryptographers, the rest of whom we will have to catch either in the CIA Indoctrination or, in a few cases, in IOC.

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e. Not mentioned in Mr. [REDACTED] study, but certainly germane, is his pressing need for assistance. This can be provided by:

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(1) Supplying an assistant or alternate.

(2) Reassigning parts of his workload to other persons or units.

(3) Filming or recording the EOD presentation.

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Mr. [REDACTED] and his secretary face a mounting schedule of briefings. The recent shift of VIP briefings, the growing number of special briefings for DD/P, and increasing emphasis on dependent briefings will shortly overwhelm the present O&B unit. Already it is difficult if not impossible for the members to take leave. And a sudden illness would seriously disrupt this important function.

## 6. Recommendations

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a. The present practice of combined EOD briefings for professional, clerical, and "service" personnel should continue but on a reduced schedule. They should be conducted no more often than twice monthly except during the peak summer months.

b. Special EOD briefings for commo techs should be conducted [REDACTED] twice a year through arrangements made by the Commo training officer.

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c. Chief of the Intelligence School should designate one or more alternates to conduct EOD briefings in the absence of Mr. [REDACTED]. [REDACTED] the alternate(s) should also be able to handle any of Mr. [REDACTED] other briefings]. It is suggested that as a part of the "alternate" arrangement the Chief of Clerical Training be equipped to present the EOD briefing to clericals.

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d. The EOD briefing should be recorded and transcribed (this is being done). Consideration should also be given to having it filmed when funds permit.

[REDACTED]

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Note also, per DTR:

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Mr. [REDACTED] of 15 faculty, is [REDACTED]  
"stepping in", but not his replacement-to-be, if any  
or soon.

[REDACTED]

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Mr. [REDACTED] of the Clinical Faculty (?), should be  
brought into the act as soon as possible, to  
assist Mr. [REDACTED]

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[REDACTED]

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